



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza · Suite 200
St. Thomas · U. S. Virgin Islands · 00802-6447
Telephone (340) 777-4432 · Fax (340) 775-7913
www.vihfa.gov

100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

REQUEST FOR PROPOSALS

for
**PROPERTY AND LIABILITY RISK MANAGEMENT
AND INSURANCE SERVICES**

Addendum I

RFP 005-2021-STT/STX

Issue date:

May 6, 2021

Submittal deadline:

May 25, 2021

Contact person:

Afisha M. Hillocks
Procurement/Contract Officer
ahillocks@vihfa.gov
(340) 772-4432 ext. 3233

<https://www.vihfa.gov/procurement/solicitation>

 *Unlocking the Door to Affordable Housing*

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 005 -2021 -STT/STX
REQUEST FOR PROPOSALS
PROPERTY AND LIABILITY RISK MANAGEMENT
AND INSURANCE SERVICES
ADDENDUM I

This addendum is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby made a part of the RFP document. The Respondent must acknowledge the receipt of any and all addenda by completing the RFP Cover Letter, Enclosure Document A. The following sections are hereby amended/added:

13.0 REQUEST FOR PROPOSAL SCHEDULE

The deadlines associated with this RFP are further outlined:

RFP SCHEDULE	DATE	TIME
RFP Issue date	April 8, 2021	
Pre-proposal Conference	April 20, 2021	2:00 p.m.
Final date to submit written questions	April 27, 2021	
RFP Submittal Deadline	May 25, 2021	4:00 p.m.

The VIHFA reserves the right to change the RFP schedule by issuing an Addendum at any time.

16.0 DELIVERY OF PROPOSAL PACKAGE

All responses to this RFP are to be submitted no later than **4:00 p.m. AST on May 25, 2021**. The VIHFA will **not** consider fax submission of a proposal. Proposal Package must be emailed to **procurement@vihfa.gov**.

The email subject line must be clearly marked “**PROPOSAL – RFP 005-2021-STT/STX**”. Failure to clearly mark the subject line with this information may cause the VIHFA to inadvertently manage the receipt of the proposal package. The VIHFA will log all received proposal packages with the date and time of receipt. Proposals received after the official deadline will be considered **LATE** and will **not** be considered.

ENCLOSURE DOCUMENT D
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
CORPORATE DOCUMENT CHECKLIST

Name of Respondent: _____

Contact Person: _____

Telephone Number: Office _____ Mobile _____

Email Address: _____

1. ____ Respondent Formation Documents

____ **Corporation**

- ____ Copy of Trade Name Certificate (if applicable)
- ____ Copy of Articles of Incorporation & By Laws
- ____ Copy of Certificate of Resolution
- ____ Certificate of Good Standing

____ **LLC**

- ____ Copy of Trade Name Certificate (if applicable)
- ____ Copy of Articles of Organization
- ____ Copy of Operating Agreement
- ____ Certificate of Good Standing

____ **General Partnership**

- ____ Copy of Trade Name Certificate (if applicable)
- ____ Copy of Partnership Agreement (if applicable)
- ____ Certificate of Good Standing

____ **L.P, LLP, LLLP**

- ____ Copy of Trade Name Certificate (if applicable)
- ____ Certificate of Limited Partnership or Statement of Qualification
- (for LLP and LLLP)* ____ Current Certificate of Good Standing

____ **Sole Proprietorship**

- ____ Copy of Trade Name Certificate (if applicable)

2. ____ Current USVI business license Expiration date: ____/____/20____
Type of business license: _____

3. ____ Employer Identification Number (EIN): _____

4. ____ Insurance ____ *Certificate of General Liability & Endorsement* Expiration date: ____/____/20____
____ *Proof of Automobile Insurance* Expiration date: ____/____/20____
____ *Certificate Professional Liability & Endorsement* Expiration date: ____/____/20____

5. ____ Workers Compensation Insurance Expiration date: ____/____/20____



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